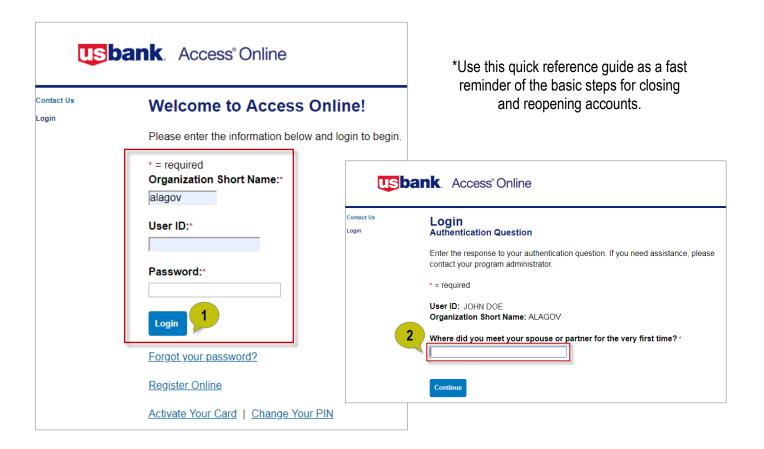


TEMPORARILY OR PERMANENTLY TERMINATE A CARD ACCOUNT

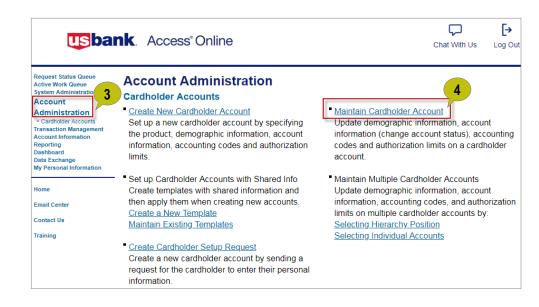




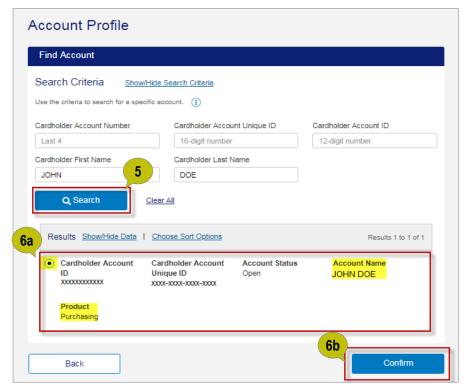
TEMPORARILY OR PERMANENTLY TERMINATE A CARD ACCOUNT

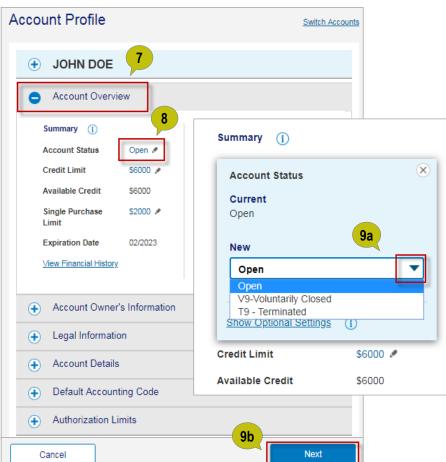


- Log in to Access Online:
 https:// www.access.usbank.com/ cpsApp1/AxolPreAuthServlet? requestCmdId=login
- 2. Complete the security question to continue.
- 3. Select "Account Administration"
- 4. Click "Maintain Cardholder Account"









- Specify search criteria or click "Search" to browse available cardholder accounts.
- 6a. Select the appropriate cardholder account by verifying the *Account Name* & *Product* (Purchasing or One Card).
- 6b. Click "Confirm."

TIP:

For best search results, use the last 4 digits on the card in the *Cardholder Account Number* field or search by cardholder's last name.

- 7. Select "Account Overview" to expand the section.
- 8. Click "Open" or select the edit icon.
- 9a. Click the drop-down arrow to view available options. To close an account, select *T9-Closed -Terminated* for a permanent closing or *V9-Voluntarily Closed* for a temporary closing. To reopen an account, select *Open*.
- 9b. Click "Next"
- 10. Review changes and click "Submit."

